

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2016 Open Enrollment Period, 2017 Dental and Vision Plan Premiums, Consolidated Benefits, and Employer Health Benefit Contributions	REFERENCE NUMBER: 2016-022
DATE ISSUED: September 12, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff
Labor Relations Representatives**

FROM: California Department of Human Resources
Benefits Division

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This memorandum provides important information for the California Department of Human Resources (CalHR) 2016 Open Enrollment period and introduces the new Open Enrollment Toolkit.

Open Enrollment

Open Enrollment for Health, Dental, Vision, FlexElect, and Consolidated Benefits (CoBen) is September 12 through October 7, 2016. Enrollments and changes made during this Open Enrollment period are effective January 1, 2017.

New Open Enrollment Toolkit

The new Open Enrollment Toolkit is designed to provide a single access point for personnel offices. It contains resources to assist with processing Open Enrollment forms and links to benefit information that can be distributed to employees. The Toolkit is located in the State HR Professionals section of CalHR's website at www.calhr.ca.gov/benefits/Pages/open-enrollment-toolkit.aspx.

The following resources are available in the Open Enrollment Toolkit:

- Information for Processing Open Enrollment Forms
- Open Enrollment Announcement to all State Employees Eligible for Health, Dental, Vision, FlexElect, and CoBen

- Benefits Calculator
- Links to the Benefits Administration Manual (BAM)
- Open Enrollment Forms and Publications

Health Benefits

The California Public Employees' Retirement System (CalPERS) administers health insurance coverage for state employees. Please remind employees to visit CalPERS' website at www.calpers.ca.gov for information on health plans and premiums and CalHR's website at www.calhr.ca.gov/employees/Pages/health.aspx for information on the state employer's health contributions before they enroll or make changes to their enrollment during the Open Enrollment period. Please emphasize to employees the importance of looking at the 2017 health premium increases and making any desired plan changes during Open Enrollment.

The 2017 CoBen allowances and employer health benefit contributions by bargaining unit are available in the Open Enrollment Toolkit under Information for Processing Open Enrollment Forms. Some employer contributions for 2017 have decreased slightly. Please emphasize to employees the importance of looking at the 2017 CoBen Allowances and Employer Health Benefit Contributions by Bargaining Unit document when making any desired plan changes during Open Enrollment.

Some bargaining units (BUs) are subject to dependent health care vesting where the state provides new employees a reduced health benefit contribution toward dependent health coverage during the first 12 or 24 months of service. Information on dependent health care vesting is available at: www.calhr.ca.gov/employees/pages/health.aspx.

Contributions may be subject to change through the collective bargaining process. Changes may occur after this PMLs issue date and will be posted to the CalHR website.

Dental Program

Premiums will increase for the 2017 Plan Year for Delta Dental PPO plus Premier Basic, Delta Dental PPO plus Premier Enhanced, Delta Dental Preferred Provider Option (PPO), and Delta Care USA dental plans.

Premiums will decrease for the 2017 Plan Year for the Premier Access plan.

Premiums will remain the same for the 2017 Plan Year for Western Dental and SafeGuard dental plans.

The 2017 dental plan deduction codes and premiums and the 2017 Dental Handbook are available in the Open Enrollment Toolkit.

Refer to the BAM section 500 for dental information and processing instructions for Open Enrollment forms at: www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-dental-program.aspx.

Vision Program

Premiums will remain the same for the 2017 Plan Year for both the Basic and Premier Plans. Vision Service Plan (VSP) will mail Open Enrollment materials to employees.

The 2017 vision plan deduction codes and premiums are available in the Open Enrollment Toolkit under Open Enrollment Forms and Publications.

Refer to the BAM section 1200 for vision information and processing instructions for Open Enrollment forms at: www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-vision-care-program.aspx.

Benefits Calculator

The Benefits Calculator is available on CalHR's website at: <http://eservices.calhr.ca.gov/BenefitsCalculatorExternal/> and will help employees determine how much will be deducted from their pay warrant, or added to it, based on the health, dental, and vision plans chosen.

Consolidated Benefits

All excluded employees and represented employees in BUs 2, 7, 8, 16, 17, 18, and 19 are in CoBen. The collective bargaining process is fluid and changes may be agreed to which alter amounts and dependent vesting levels. CalHR will notify departments if there are subsequent changes to the contributions.

CoBen allowances and employer health benefit contributions for the 2017 Plan Year are available in the Open Enrollment Toolkit under Information for Processing Forms.

Refer to the BAM section 1600 for the CoBen and Cash Option information and processing instructions for Open Enrollment forms at: www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-consolidated-benefits.aspx.

FlexElect Program

CalHR provides personnel offices a list of employees who are currently enrolled in a FlexElect Reimbursement Account. Please remind these employees that they must re-enroll during Open Enrollment if they wish to continue participating in a reimbursement account for 2017.

Refer to the BAM section 700 for FlexElect and processing instructions for Open Enrollment forms at: www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-flexelect.aspx.

If you need assistance, please call CalHR's Benefits Division at (916) 322-0300.

/s/ Belinda Collins

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